

BOARD POLICY	
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POLICY TITLE

Fund-raising in Schools

1.0 PURPOSE

The Peterborough Victoria Northumberland and Clarington Catholic District School Board recognizes that schools and school communities undertake fund-raising for a variety of reasons. The purpose of this policy is to ensure that fund-raising activities benefit the school, support education and the community, and at all times, demonstrate the values endorsed by the Board.

2.0 POLICY

It is the policy of the Peterborough Victoria Northumberland and Clarington Catholic District School Board to permit fund-raising in its schools and school communities for the purpose of supporting registered charitable organizations, community organizations, and enhancing school programs, projects, materials, and supplies.

3.0 GUIDELINES

- 3.1 This policy shall apply to all fund-raising directly associated with the school including fund-raising by Catholic School Councils, parent associations, students and student councils.
- 3.2 The Board permits fund-raising which supports the school and education or the community through:
 - (a) supervised activities or projects by students; and
 - (b) limited supervised participation of students in activities for non-profit, charitable organizations.

- 3.3 All fund-raising activities shall: respect and reflect the following principles:
- (a) Catholic teachings;
 - (b) the voluntary nature of fund-raising activities;
 - (c) student and staff time, and school programs;
 - (d) age-appropriate activities;
 - (e) supervision of students – safety precautions;
 - (f) Catholic School Council recommendations regarding the planning and implementation of fund-raising activities;
 - (g) all appropriate municipal, provincial, and federal legislation including, but not limited to, the Education Act, the Income Tax Act, and the Municipal Act; and
 - (h) Ministry of Education guidelines and policies, such as the School Food and Beverage Policy, Equity and Inclusive Education Strategy, Facility Partnerships Guideline and the Broader Public Sector Procurement Directive.
 - (i) accounting policies and procedures for fund-raising as set out in the procedure guideline for this policy. Appropriate safeguards must be in place regarding collection, deposit, recording and use of public funds.
- 3.4 Fund-raising activity must not result in any staff or volunteer benefitting materially or financially from the activity. Those involved in organizing a fundraiser must be transparent regarding their personal participation in the activity.
- 3.5 The Board discourages door-to-door canvassing. No elementary school student shall participate in a door-to-door canvassing project.
- 3.6 The Board supports fund-raising activities which, in addition to meeting the definitions below, reinforce the curriculum, for example, by calling on student organizational or accounting skills.
- 3.7 The principal, under the direction of the Director of Education and/or designate, shall:
- co-ordinate and assume all responsibilities for fund-raising activities. Each fund-raising activity must be subject to the approval

of the principal in consultation with the appropriate family of schools superintendent;

- review the fund-raising policy annually with the Catholic School Council;
- ensure that no more than one major campaign to benefit the school occurs per school year. Major fund-raising campaigns should be a co-operative effort between the principal, the school council and/or the fund-raising group.
- exercise his or her discretion in the number and timing of fund-raising campaigns approved to benefit charitable organizations. These events or campaigns should be formally discussed with pupils so that pupils clearly understand the significance of sharing, volunteering, cooperating, and organizing of positive human relations.

3.8 Funds raised for school purposes are to enhance the school environment and student educational experience and:

- should not be used to replace public funding for education; and
- should not be used to support items funded through provincial grants, such as classroom learning materials, textbooks and repairs, or for capital projects that significantly increase operating costs.

3.9 All equipment purchased from funds derived from fund-raising shall become the property of the Peterborough Victoria Northumberland and Clarington Catholic District School Board and shall be included in the equipment inventory list of the school. Such equipment must meet system standards.

3.10 The Director of Education is authorized to issue such procedures as may be necessary to implement this policy.

4.0 TERMS AND DEFINITIONS

4.1 FUND-RAISING

Fund-raising is the collection of funds raised from activities that include:

- (a) projects that are directly associated with the schools and are in the interests of the students of the local school;

- (b) the supervised participation of students in a limited number of activities for non-profit, charitable organizations operating in the interests of children, education, and the community.

4.2 MAJOR CAMPAIGN

A major campaign involves the entire student community and is intended to raise the greatest amount of funds for the benefit of the entire student body. Not included as major campaigns are services such as milk or juice sales, hotdog days, hot lunch days, etc.

4.3 MINOR CAMPAIGN

A minor campaign would involve a part of the student body in fund-raising activities (i.e. a division, a department, a classroom, etc.)

4.4 SCHOOL GENERATED FUNDS

School generated funds are funds that are raised and collected in the school or broader community in the name of the school by the Catholic School Councils or other school or parent administered groups. These funds are administered by the school principal, and are raised or collected from sources other than the board's operating and capital budgets.

School generated funds is a broad category which includes not only fund-raising for school purposes, but also funds that are collected and paid through school accounts to support a variety of programs such as payments to charities or other third parties (i.e. tour operators, and hot lunch programs.)

5.0 REFERENCES/RELATED DOCUMENTS

Guidelines for School Generated Funds
Memorandum 2012:B10 Fund-raising Guideline, issued May 4, 2012

6.0 RELATED POLICIES

7.0 RELATED FORMS

8.0 APPROVED BY BOARD

May 28, 2013

9.0 EFFECTIVE DATE

May 28, 2013

10.0 POLICY REVIEW DATE

May 2018

11.0 REVIEW BY

Superintendent of Business and Finance